



Luxembourg, 11 July 2017

Circular CAM 04/2017

O/Ref. : VS/108316

Subject: **Procedures concerning the issuance of seafarers' documentation by Luxembourg - Release of the new version of Guichet Unique.**

To : All Accredited Shipping Managers, ship owners, ship operators, Designated Persons Ashore, Masters of Luxembourg flagged ships and Recognised Organisations.

The current circular withdraws and replaces circular letter CAM 01/2014, circular letter CAM 01/2015 and CAM 01/2015 add 1.

1. SEAMEN'S BOOKS

Extension of Seamen's Books

(old model with a reference to ILO Convention 108 on inside cover page)

Further to the ratification of ILO Convention 185 by Luxembourg, the former ILO Convention 108 has been "*ipso facto*" revoked and therefore the extension of the validity of any document issued by the Luxembourg maritime administration with a reference to this previous Convention becomes no longer possible.

The Luxembourg maritime administration **will therefore no longer accept applications for the extension of the validity of Seamen's books** with the following remark written on the inside cover page:

The present document is a Seafarer's Identity Document pursuant to the International Labour Organisation Convention n° 108 relating to seafarers' Identity Documents, signed in Geneva 13th May 1958.

Thus, a new application to replace the existent Seaman's books must be submitted by shipowners via Guichet Unique. The following recommendations may assist with this matter:

- a) Select the menu Application for a Seaman's book (SB)
- b) Tick the box Renewal (item 1.2)
- c) Attach a recent photograph (3.5 x 4.5 cm) of the seafarer to the application
- d) Attach a copy of the seafarer's most recent medical exam

Furthermore, it should be reminded that SB's issued by the Luxembourg maritime administration cannot be used as a passport according to ILO Convention 185 Article 3 - Content and Form - paragraph 5 b). As a result, shipowners and seafarers are required to take the necessary steps in order to plan for their travelling arrangements.

Obs: With the release of the new version of Guichet Unique planned for late Summer 2017, the extension of seamen's books will no longer be proposed and upon expiration of a SB a new application must then be submitted by shipowners via Guichet Unique (same procedure as above).

Confirmation of Reception of an Application (CRA)

A Confirmation of Reception of an Application (CRA) for a seaman's book is automatically generated by the Guichet Unique when a new application is submitted. This CRA may be used as a temporary seaman's book with a validity of 3 months and should be replaced by an actual SB within that timeframe.

2. ENDORSEMENTS ATTESTING THE RECOGNITION OF A CERTIFICATE of COMPETENCY (CoC) and/or PROFICIENCY (CoP)

The Confirmation of Reception of an Application (CRA) for an endorsement attesting the recognition of a CoC and/or a CoP is automatically generated by the Guichet Unique every time an application is submitted. This CRA is an official document with a validity of 3 months and should be replaced by an actual Visa within that timeframe.

It should be noted that **seafarers are only entitled to serve on board oil / chemical and gas tankers flying the Luxembourg flag once they have received their Visas** in compliance with the 2010 Manila Amendments of the International Convention on Standards of Training, Certification and Watchkeeping (STCW) for seafarers, 1978, as amended, and Directive 2012/35/EU of the European Parliament and of the Council of 21 November 2012. Shipowners are reminded that the verification of both the authenticity and the validity of CoC's and/or CoP's for these categories of ships is already compulsory and therefore the necessary proof of evidence must be forwarded to this maritime administration whenever applying for seafarers' paperwork.

Confirmation of Reception of an Application (CRA)

Taking into account that CRAs have a short-term validity, it is the responsibility of the shipowner to ensure the follow up and to verify that the seafarer gets his original documentation (Seaman's Book and/or Visa) before this deadline expires.

3. VALIDITY OF VISAS - OLD MODEL

Although a new layout (A4 vertical, one page only) is now in place for Visas, all the documents issued by this maritime administration prior to 2015 (A4 horizontal, printed on both sides) will remain valid until their next renewal dates.

You are kindly requested to ensure adequate dissemination of this information within your company and to the relevant Luxembourg flagged vessels.



(s.) Robert BIWER
Government Commissioner
for maritime affairs

Obs: We would like to draw your special attention for the fact that updated crew lists are still not being communicated to this administration on a regular basis, and this despite the provisions of Art. 6 of the relevant regulation clearly mentioning that entries for a seafarer signing on and off shall be affixed the same day in the appropriated spaces of the seaman's book. Crew changes shall be notified to the Commissariat aux affaires maritimes by the company within eight working days.

This notification is to be done by communication of the updated crew list (communication of an electronic version of the crew list by email to cam@cam.etat.lu is recommended).